

**City of Sanford
City Manager's Monthly Update
September 2023**

CITY MANAGER'S OFFICE

- Had introduction meeting with new Seminole County Health Officer Dr. Ethan Johnson.
- Conducting interviews for Director of Public Works and Utilities.
- Had meeting w/ Seminole County Manager Darren Gray and discussed various issues including the 4th Generation Sales Tax initiative.
- Accepted invitation and toured Teen Challenge campus at 3706 S. Sanford Avenue.
- Attended Seminole Chamber Business Awards program where various Sanford businesses were recognized.
- Served as a facilitator and speaker for Leadership Seminole's "Government Day" class.
- Along with Fred Fosson, spoke to the Florida League of Cities Leadership Class at their Orlando office.
- Met with various persons interested in doing projects at the Seminole Town Center Mall.
- Held staff meeting (Mayor Woodruff attended) with Richard Heisenbottle to discuss status of Heritage Park Project.
- Attended virtual meeting with Capital Trust Authority and Bryant Miller Olive, firms working on issuing bonds to finance the Heritage Park Project.
- Attended as a member of the Tri-County League of Cities the Brightline Orlando Grand Opening ceremony.
- **Monroe Hall Redevelopment Mixed Use Project**
 - The Memorandum of Understanding (MOU) was drafted and reviewed by the City Attorney's Office. The MOU will be presented to G3 Development Group by the end of this month.
- **Mayfair Clubhouse**
 - Clubhouse design plans are finalized. The Plans will go out for bid the first week in October.
- **Marina – The Marina Public Restroom**
 - The Marina Public restroom is now open. Storage trailer and other commercial vehicles have been removed from the public parking area.
- **Goldsboro Museum & Goldsboro Front Porch**
 - Had discussions with former Commissioner Williams regarding Front Porch and Historic Goldsboro Museum working together on a building on Historic Goldsboro Boulevard currently owned by the City.
 - A boundary survey has been ordered for the City owned property both non-profits use currently to determine future facility uses.

ECONOMIC DEVELOPMENT/COMMUNITY REDEVELOPMENT AGENCY (CRA)

- At the September 6th CRA Board meeting, Andrew Singh of Lake Mary Shuttle, provided a Trolley/Shuttle Van Services update. Ridership from October 2022 through August 2023 is 62,873 riders. SunRail advertising was renewed for the eleven (11) onboard posters.
- On September 6, 2023, the Foxtail Coffee ribbon cutting took place with a nice turnout.
- On September 19, 2023, a business spotlight was filmed in partnership with the Seminole State College Film Department at Foxtail Coffee.
- Although the Magnolia Square Clock has been updated with new clock faces, mechanisms, a controller, and LED lights, it appears that the motor is bad on the west facing clock. The vendor has been made aware of this and is in the process of resolution.
- The Seminole Towne Center Mall continues to be of interest by various developers. The Economic Development team has been working with Seminole County and a company who is very interested in the entire Macy's section of the mall. Stay tuned.
- The Business Resource Showcase took place on August 24, 2023. The Economic Development team was present to address any questions and provide information to attendees. Visitors inquired about locating their businesses to the City, as well as asked about how to do business with the City.
- On September 13, 2023, a follow-up parking assessment meeting took place with staff and Michael Burton of Raftelis. Data was shared with estimated input from the various businesses.
- A CRA/Heritage Park dedicated funding meeting took place with the City's legal representation and key staff to discuss processes and next steps as to the potential of utilizing CRA funding for other streetscape projects within the CRA district.
- The Best of Sanford Awards took place at the Ritz Theater on September 13, 2023.
- As representatives of the City, attendance occurred at the weekly Sanford Chamber of Commerce meetings, the River Council meetings, the Sanford Main Street Board Meeting (as a non-voting member), the Food and Beverage Alliance meeting, and the Sanford Airport Authority Monthly Board Meeting.
- Oviedo Mall Comparison Tour occurred with the guidance of Kevin Hipes. International Convention of Shopping Centers discussion was particularly relevant to our Seminole Town Center site.
- Multiple progress confirmation/evaluation site visits were made to include, ARCO Construction, Planet Fitness, Dan Fox and Company, Comfort Suites, Goldsboro funeral home, Goldsboro Primary School, and others.

ECONOMIC DEVELOPMENT/COMMUNITY REDEVELOPMENT AGENCY (CRA) **CONTINUED**

- Lexington Park Meeting with Roger Soderstrom on the development of numerous lots after 15 years of dormancy. Currently 22,000 square feet are in permitting or development phase with another 15,000 square feet proposed with the proper guarantees.
- Connected Crossman and Company brokers with a potential Buyer for the former Pep Boys/Goodyear building on First Street.
- Assisted with the assessment of the proposed Memorandum of Understanding with the G3 Group on the proposed parking garage in the vicinity of Monroe Hall.
- Spoke at the Planning and Zoning, Public Arts Commission, and Historic Preservation Board as an introduction and appreciation tour for their efforts that actively benefit the Economic Development mission.
- Meeting with Commissioner Britton on a number of items, both District 1 specific, and topics of Citywide interest.
- In active talks with the Chief Executive Officer of The Bachelor Companies, on two development opportunities in the City. Research confirmed the ability of the company to perform, regardless of interest rate conditions.
- Participated in the Sanford Waterfront Partners meeting with City staff to update on a potential funding vehicle, a required affordable housing component, and reductions in finishes to insure affordability of construction.
- Wells Fargo parking lot meeting with ownership to facilitate rental agreement for City resident and visitor parking.
- Launch of the multifamily engagement program has met with early success and is planned to continue.

COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT

- **Community Relations**
 - Attended the Hispanic Outreach Festival in McKibbin park.
 - Attended the Sanford Housing Authority Board meeting.
 - Attended the Community Services Block Grant Advisory Board meeting.
 - Participating in Ethics Training.
 - Hosting Citizens Academy Class #19.
 - Participating in the Homeless Services Network monthly board meeting.
- **Community Development Block Grant (CDBG)**
 - Notice of Funding Availability for the Minor Home Repair Program announced September 17 and September 20 in the Sanford Herald. Hosting a workshops for Minor Home Repair applicants.
 - Status letters will be mailed to applicants of the Safety Home Repair program.
 - Participated in the Department of Housing and Urban Development Environmental Review Training.
 - Held two Economic Development workshops.

COMMUNITY RELATIONS & NEIGHBORHOOD ENGAGEMENT CONTINUED

- **Community Development Block Grant (CDBG)**
 - Seven homes completed under the Minor Home Repair program.
- **My Brother's Keeper (MBK)**
 - Started group sessions at Markham Woods Middle with 18 young boys of color.
 - MBK students will led the pledge at the September 25th City Commission meeting.
 - Program will receive some funding through Seminole County Foundation Resilient Community Project 4 session for a workshop on resiliency skills, two enrichment field trips for either career, and college tour or cultural exposure.
 - MBK-Sanford t-shirts were given to participants to promote and increase awareness about the MBK program.
 - Students will participate in a mental workshop October 12th at the Dr. Velma H. Williams Westside Community Center 6:30pm – 7:30.
 - First field trip is in the planning stages and will take place by the end of October.
- **Low Income Home Energy Program (LIHEAP)**
 - Exhausted budget for home energy grant
 - Between August 18 and September 14, assisted 147 households with crisis home energy
 - Submitted pay request for crisis assistance to Florida Power & Light for \$29,847.66 and Duke Energy for \$64,639.44.

FINANCE

- Working on final budget document.
- Working on Fire Assessment Fee.
- Continued work on Parking Assessment Fee.
- Completed Grant policy implementation 10/1/23.
- Gearing up for the annual financial audit.
- Held first monthly Finance round table for employees – 10 in attendance.
- Continued work on updating purchasing policies including new CCNA (consultants' competitive negotiation act) guidelines.
- Working with contractor and FEMA to formulate project worksheets for reimbursement of Hurricane related costs for IAN and Nicole.
- **Digital Transformation Project**
 - m365 Migrations
 - Economic Development, City Clerk's office, City Manager's office, and Community Relations groups are next on the migrations schedule.
- **Process Modernizations**
- **City Procurement process**
 - Initial design phase is wrapping up
 - Prototype will be developed based on initial design
- **Budget Transfer Request**
 - Initial design phase is wrapping up
 - Prototype will be developed based on initial design

FINANCE CONTINUED

- **Police processes**
 - Development and testing of forms and workflows
 - Inventory current processes with staff – TBD
- **Intranet Modernization**
 - Initial Overall City intranet design phase – in process
 - Initial Department Intranet sites – Finance, HR, and IT
- **CIP Request and Tracking**
 - Initial design phase delayed due to Utility Customer Service opportunity
- **Lucity Work Order and Asset Management**
 - Public Works currently processing work orders
 - Parks group requested training to begin processing work orders
 - Utilities is in the process of testing various work order scenarios and configurations
- **City Website Content Editor Training**
 - Content Editor training sessions have begun – this includes news, articles, events, minor page edits
 - Parks and Recreation training is completed
 - Communications office and other departments to be scheduled
 - Communications office developing a content review process as directed by the City Manager
- Working on 20 solicitations throughout the City.
- Working on cleaning VendorLink – updating notice of award (NOA), notice to proceed (NTP), Contracts etc...
- Meeting with IT the committee team that Bob put together to continue the process of a new solicitation for the copiers. The City decided to move forward with a solicitation. The team is working on the scope of services.
- Continued working on updating templates for the bidding process (mapping the process).
- Working on updating templates for bids, construction documents, and terms and conditions.
- New Green Belt project and training of 5 employees has started.
- Elizabeth Jones started Leadership Seminole.
- Generated a draft of a future employee survey.
- Collection of FBC metrics for FY 2023.
- Continued to work with Public Work employees to make data imputing more efficient in Lucity.
- Continued to work with the Digital Transformation team by Process Mapping certain purchasing processes.
- Continued to assist with the city-wide survey with the Communications office.

PARKS AND RECREATION

- The Dr. Velma H. Williams Westside Community Center, is now hosting free GED classes. Classes take place on Tuesdays from 6:30PM to 8:30PM and held in partnership with Seminole State College.

PARKS AND RECREATION CONTINUED

- The Senior Center has collaborated with Mobile Access to offer a Fresh Food distribution program. The program occurs every 2nd and 4th Wednesday at the Civic Center beginning at 11:30AM. In July **191** individuals were served and in August **484** individuals we served.
- The Adult Volleyball League is in the first quarter of the fall Season. A record number 10 teams are playing. The Westside Community Center is the host venue.
- Youth Flag Football and Youth Soccer kicked off on September 16. We have 30 teams and almost 300 kids between the 2 leagues.
- The Adult Softball fall season starts the first week of October. This season saw an increase in the numbers of teams, which will provide a third night of play. Pinehurst Park hosts all league play.
- The RiverWalk Phase 1 irrigation project is scheduled for late September or early October. A delay occurred due to a reclaimed water line break at Gateway Condominiums.
- Paw Park has been re-mulched.
- The Adopt-A-Park program received two new sponsors:
 - **George Starke Park** – Zeta Phi Beta Sorority, Inc.
 - **Centennial Park** – Ladies in Full Effect, CFL

POLICE DEPARTMENT

- Swore in seven new officers on September 6th.
- Hired eight new cadets who began their Basic Law Enforcement Academy Training
- Presently we have eleven cadets in the two different academies
- We presently have six more applicants going through the process.
- This will leave us with about 10-12 openings for full staffing
- Accepted/processing eight new COP Volunteers applications.
- Hosted a very successful Hispanic Outreach Event with over 1000 residents in attendance. Plans to more to Fort Mellon next year.
- Investigation Unit closed out three separate homicide cases with the arrests of three separate homicide suspects. This include the case at Coastline park which was a double homicide involving an unborn child.
- Took part in the Race, Equality, Equity and Inclusion part two meeting at the Civic Center.
- Took part in a number of other programs within the City of Sanford
- Met with leaders for the Urban League regarding an upcoming program at the Velma Williams center and our partnership with them.
- The US Secret Service purchased \$16,000 worth of Guardian Body light for all of our sworn and non-sworn personnel. We will honor them for this purchase in the near future.
- Began the process of collecting and developing the proofs for our next Re-Accreditation in May and August of 2024.
- Hired new Administrative Coordinator Kelly Braggs.
- Began the selection for a new Administrative Services Manager.

DEVELOPMENT SERVICES

- **Comprehensive Sign Program**

In order to provide signage alternatives and creative flexibility criteria to uphold the City's intent for aesthetic values, community character and quality, the City regularly approves Comprehensive Sign Programs. Recent approvals include:

- Story Apartments – 1751 Rinehart Road
- Afton Palms Apartments – 1150 Upsala Road
- King's Crossing - 4141 E. SR 46
- Ford's Garage – 1415 Rinehart Road
- Beryl Landing – 3280 W 1st Street

- **Joint Planning Agreement**

- The City is working with Seminole County to update the existing Joint Planning Agreement including modifications to reflect the East Lake Mary Boulevard Corridor Study.

- **Mapping Projects**

- Development in Review Map third quarter release is underway
Created shapefile for Seminole County of the sub-areas for the East Lake Mary Boulevard.

- **Citizenserve Updates**

- Working on Citizenserve closeout in preparation of the conversion to Central Square

- **Ongoing list of projects under construction**

- KEMCO Manufacturing – 3851 E. Lake Mary Boulevard - Contractor working on final closeout
- Vintage North Apartments - W. 25th Street – Received C.O. June 2023.
- Monroe Place Apartments – 2306 W 1st Street - Anticipating completion December 2023.
- Paulucci Oaks- Washington Avenue - Starting to receive Certificates of Occupancy Homes.
- Towns of Riverwalk – 2485 W. Seminole Boulevard - Infrastructure and model homes underway.
- Kings Crossing (Publix) – 4141 E. SR 46 - Anticipated completion date in December 2023.
- KFC – 4659 W. 1st Street -Anticipated completion October 2023.
- Skylar Crest – 3100 Kentucky Street - Working on install of utilities and stormwater ponds.
- Concorde Community - 2401 E . Lake Mary Boulevard – Installing Roads, grading and utilities.
- Culvers- 3418 Orlando Drive - working on underground utilities.
- Starbucks – 3764 Orlando Drive - Sitework underway
- Spacebox – 2461 Cherry Laurel – Building and site under construction
- Afton Palms – 1150 Upsala Road – Under construction, anticipate first buildings in October 2023
- Story Apartments – 1751 Rinehart Road – Under construction, anticipate first buildings Oct 2023

DEVELOPMENT SERVICES CONTINUED

- **Ongoing list of projects under construction**
 - Bahama Bay Club (ALF) – 3441 W. 1st Street – Final Interior Work underway
 - Apiary – 2678 Richmond Avenue – Working on Parking Lot
 - All Souls PD – Beryl Landing Plat is recorded and Emerald Point is under construction
 - Narcissus Cell Tower Relocation – Underway
 - I-4 Beltway Commerce Park – 3205 St Johns Parkway – Several CO's Issued, final storm install.
 - Wayne Densch Addition – Infrastructure well underway, working on the building pad.
 - Harvest Time, Phase 2 – Permit issued for site construction, sitework beginning.
 - Top Kids Daycare – 700 Historic Goldsboro Boulevard – Building up, sitework pending.
 - Wynn Funeral Home – 1300 Historic Goldsboro Boulevard - Building and sitework underway
 -
 - Belair – 1701 Celery Avenue – Underground infrastructure and roads underway.
- **Land Development Regulations in Revision:**
 - Staff continues to work on Schedule A – Definitions, Schedule B – Permitted Uses, Schedule E - Additional Requirements & Provisions for Specific Uses, Schedule G – Design Guidelines, and Schedule D, Planned Developments. Public meetings will be scheduled upon staff draft completions.

CITY CLERK

- Staff participated in the Citizen's Academy.
- City Clerk attended the Florida League of Cities (FLC) Legislative Meetings for Municipal Administration.
- Records Manager hosted the Annual Ethics/Sunshine Law with the Assistant City Attorney.
- City Clerk attended the Woman's Professional Lunch.

FIRE DEPARTMENT

- **Training and Activities:**
 - 3rd Quarter County-wide training finished.
 - Medical Director meetings attended.
 - Ride Along
 - Seminole State- 2 students
 - Observers- 1 rider
 - Pre-fire plans completed– 10 businesses
 - Rescue standby for 3 events
 - FD Peer Support meeting
 - F500 (foam) and Electric Car Plug training

FIRE DEPARTMENT CONTINUED

- **Fire Prevention:**

- Annuals—207
- Re-inspections on annuals—275
- New Construction Inspections—63
- State Required Inspections—8
- Food Truck Inspections—10
- BC Pass down/follow ups—18
- Plans Review—151
- Special/Complaint inspections—67
- Car seat installs—0
- Public Education Events—2
- Smoke alarms installed—13
- Fire Investigations—2

- **Administration:**

- Currently down 6 (1 quit in training (new hire)/ 4 left for another fire department, 1 retirement) posting closes 9/29/23
- Working with Lunz architect on Station 40 design.

August	
1173	Total Incident Responses*
12	Structure Fires*
4	Vehicle Fires*
9	Other Fires*
63	Mechanical Alarms*
69	MVC*
1	Smoke Detector Installs*
928	Medical Calls*
353	ALS Transports***
136	BLS Transports***
32	Community Paramedicine*
202	Mutual Aid Given**
360	Mutual Aid Received**

PUBLIC WORKS

- The Georgetown Project Phase 1 construction continues.
- The Georgetown Project Phase 2 project is in design. They are currently doing survey work.
- Drainage system construction on Maplewood Avenue should start soon. The PO is just waiting for a signature and the contractor is ready to start as soon as it's received.
- The Washington Avenue - Randolph Avenue - Mellonville Avenue drainage improvements are going out to bid. The consultant is working with Marisol.
- The consultant is working with Marisol to get the Aero Lane and 5th Street roadway and drainage improvements out to bid.
- The consultant is working with Marisol to get the Mayfair Area Drainage Project out to bid by the end of the month.
- The contractor is scheduling work on the New Trailhead Restroom. We still need a PO for the unit and for the electrical work. We are having a bit of an issue finding an electrician for the project.
- The Celery Ave. - Mellonville Ave. and St. Johns Parkway. - Upsala Road intersection improvement projects will be put out to bid again prior to the end of the month.
- We are still waiting on the 90% Plans for the Maple Avenue Drainage Improvements. They are delayed while we await a Purchase Order.
- We have submitted to EDA for a grant to purchase 3000 feet of Tiger Dam to keep Palmetto Avenue and Mangoustine Avenue when Lake Monroe hits major flood stages are we are continuing to work with Neel Schaffer to coordinate application for EDA to provide grant money to rebuild the seawall around the Marina as well.
- TREMCO has completed the testing for the Administration building roof and provided us with a proposal for a complete a complete roof replacement. We have requested a cost breakdown.
- We are coordinating with FDOT on the 1st Street modifications which are nearing design completion. These will include street lights at Persimmon Avenue, Aero Lane and Mangoustine Avenue. The City will also have improvements on Persimmon Avenue to address the Auto Train Queues.
- A stakeholders meeting for the FDOT Truck Parking Facilities at I-4 and 17-92 is scheduled for the 26th
- Plans for the new Utility Building are out to bid. The bids should be in by this Thursday.
- The consultant should have the building plans for the Fulton Street Building ready for permitting this month.
- The annual repaving PO has been issued and the contractor has started working on this year's list of streets and speed tables to repave. Material availability has delayed the start this year.
- We are in the process of obtaining proposals from All Terrain and Leesburg concrete for the Artisan Square restroom. We plan to take it to the second meeting in October for the 3rd Gen fund notification.

PUBLIC WORKS CONTINUED

- We are working with Urban SDK to provide real time traffic information on all City Streets to help eliminate the need to do Traffic Studies in response to Traffic Calming Requests and signal warrants. Bob Keegan has already reviewed and approved.
- Stormwater staff and City GIS staff are working together to fill in the blanks in our Stormwater GIS product provided by our consultant. A number of structures were unavailable for them to acquire data for and our staff is in the process of working through a list provided by them.
- We also completed this year's paving of 73,000 square yards of asphalt; approximately 10.25 lane miles.
- Stormwater Piped a ditch along the east side of Southwest Rd. between 15th and 16th Street
- Opened sandbagging operation for Hurricane.
- Mowing and weed eating ditches and ponds.
- Repairing storm water pipes throughout the City of Sanford.
- Replace fencing and install bollards on the south side of Coastline Park
- Continue finding missing points for G.I.S. Man holes and inlets
- Cleaned inlets the rainy season has started
- Street Sweeping
- Cleaning Storm pipes with the Vac-Truck
- Complete work orders that come in
- City wide sign maintenance straighten & replace
- Repair/replace sidewalk panels throughout the city
- Remove dead/dying trees on city ROWs throughout the city
- Tree Trimming for Fire Department at traffic signals and side streets
- Respond and remove fallen trees and tree limbs
- Pothole repairs and asphalt road crossings throughout the City of Sanford
- Mow city lots & rights of ways
- Pick up trash throughout the City of Sanford
- Respond to citizen complaints
- Provide special event support
- Provide emergency afterhours support
- Picked up debris that was dumped in alleys and on city rights of ways around the Sanford
- Alley maintenance on various areas throughout the City of Sanford
- Sign Shop continuing All Way sign replacement
- Installed 4 new window A/C units at the Senior Center
- Changed out A/C filters in various buildings.
- Painted front handrail at the Information Center with an insulating type of material to reduce the heat of the handrail.
- Installed several new service outlets at the stadium.
- Added a new parking lot light at the Jeff Triplet Center.
- Replaced a multitude of lights and ballast at the Public Safety Complex.
- Installed 2 new outlets at SPD.
- Assisted SPD on installing several surveillance cameras.
- Repaired various streetlights.

PUBLIC WORKS CONTINUED

- Repaired various plumbing issues.
- Located and ordered replacement ceiling tiles for City Hall.

UTILITIES DEPARTMENT:

- SR 46 water main replacement project continues.
- SR 46 force main project continues.
- 3rd street water main project continues.
- New main water plant is undergoing ongoing testing.
- Mass meter exchange project planning and launch continues.
- Vacuum sewer repairs ongoing.
- Consumptive use permitting is ongoing.
- Alternative water piloting continues.
- Digitization of Customer Service files.

HUMAN RESOURCES & RISK MANAGEMENT

- **Risk Management:**
 - Workers Compensation Claims:...5
 - Liability Claims: ...13
 - Mediations:...1
 - Recoveries: ...\$6,550.39
- **Recruitment and Employment:**
 - Job Postings:8
 - Applicants: ...140
 - New Hires:..... 21
 - Promotions:..... 11
 - New Hire Incentives:... 9
 - New Hire Incentives Paid...\$20,840.74
- **Benefits, Wellness and Records Administration**
 - Coordination of Monthly AIG (457) visits...1
 - Coordination of Monthly Blood Mobile Visits..1
 - Coordinated one New Hire Orientation Session (Comprehensive Session, about 6 hours each)
 - Collaboration of Transitioning from the Benefitfocus Electronic Open Enrollment Platform to the Bentek Electronic Open Enrollment Platform
 - Preparation of Annual Benefits Open Enrollment
 - Change in Status Forms Processed.....71